

Military Leave Request

Leave Request Form



This request as well as proper documents must be submitted at least 30 days in advance of the date in which you wish to start Military Leave, if applicable. Further information on Military Leave can be found on www.myMPCbenefits.com.

- Employee: Inform your Supervisor and Human Resources regarding the dates you will be on Military Leave for coverage planning purposes.
- Employee: Complete and sign this Military Leave Request Form and submit to local Human Resources.
- Employee: You must submit a copy of your most recent LES and a copy of your orders and/or training schedule before you will be eligible for Military Pay while you're out.

Employee Information (to be completed by Employee) PLEASE PRINT

Employee Name:	Employee Number:
Phone Number:	Date:
Supervisor:	Human Resource Contact:

Military Leave

Start Date: ____ / ____ / ____ End Date: ____ / ____ / ____

Expected Length of Absence: _____ Date Originally Entered Service: _____

Military Pay, Daily Base Rate*: \$ _____ Rank: _____

*Divide base pay by 30 days in order to reach the daily rate. Not to include allowances for quarters, subsistence, etc.

Type of Military Leave:

- Active Duty
- Emergency Active Duty
- Military Training
- Reserve Duty
- Funeral Duty
- Military Required Physical, Medical, Dental Exam
- Other _____

Signature Statement

The Company reserves the right to request military documentation every six (6) months during an extended military leave. I understand it is my responsibility to communicate all military pay changes to Absence Management.

Note: you will only be paid based on the dates specified on your orders and/or training schedule submitted with this form. If there is an amendment, it is your responsibility to send the updated information to receive pay for any additional time you're out past the dates specified on this form.

Employee Signature:	Date:
Signature of Employee's Supervisor	Date:
HR Acknowledgment:	Date:

Send the completed form and verification documents to:

Marathon Petroleum - Absence Management
539 South Main Street, Room M-09-016
Findlay, OH 45840

Or by email to

HelpBenefitsFMLA_Leaves@MarathonPetroleum.com